

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND INSPECTION
CHECKLIST 20-4**

1 FEBRUARY 1999

Logistics

**TECHNICAL ORDER DISTRIBUTION OFFICE,
ACCOUNTS, SUBACCOUNTS (MAJCOM/ NAF/
WING/GROUP)(FA/NSI)**

NOTICE: This publication is available digitally at: <http://midway.spacecom.af.mil/pubs>. If you lack access, contact your Publishing Distribution Office (PDO).

OPR: LGM (Col Luis E. D’Gornaz)
Supersedes AFSPCSIG90-212, 28 Mar 97.

Certified by: LG (Col John D. Ladieu)
Pages: 2
Distribution: F

This checklist reflects Command requirements for managers to prepare for and conduct internal reviews in the functional area of the technical order distribution office (TODO), technical order distribution account (TODA) and technical order distribution subaccount (TODS).

SUMMARY OF REVISIONS

This checklist has been revised to convert AFSPCSIG 90-212 into correct format, realign critical items and update references as a result of AFSPCI 21-102 rescission and AFSPCI 21-11401 implementation.

1. References have been provided for each critical item. Critical items have been kept to a minimum, and are related to public law, safety, security, fiscal responsibility and/or mission accomplishment. CCC items are also critical to the mission. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
2. The checklist establishes a baseline to be used by the Command IG during applicable assessments. Use checklist at [Attachment 1](#) as a guide only. Add to or modify each area as needed, to ensure an effective and thorough review of a unit's missile maintenance function.

JOHN D. LADIEU, Col, USAF
Director of Logistics

Attachment 1

**TECHNICAL ORDER DISTRIBUTION OFFICE, ACCOUNTS, SUBACCOUNTS (MAJCOM/
NAF/WING/GROUP) (FA/NSI)**

Table A1.1. Checklist.

SECTION 1: INITIAL RESPONSE			
<i>Note:</i> All references are from TO 00-5-2, unless otherwise stated			
1.1 CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Are newly received TOs, changes, supplements and revisions reviewed for discrepancies and appropriate agencies notified? (para 3-11.5)			
1.1.2. Has the local information processing center been provided written instructions for notification of receipt and distribution of interim TOs assigned message precedence of IMMEDIATE and PRIORITY? (paras 1.2.1.3, 4-8 and AFI 33-113 para 7.1.5)			
1.1.3. Are TOs filed within a maximum of five workdays from date received? (para 3-11.6)			
1.1.4. Are interim TOs filed prior to use? (para 3-11.6.1)			
1.1.5. Are TOs issued to individuals filed prior to operation or maintaining equipment? (para 3-11.6.2)			
1.2. NON-CRITICAL ITEMS:	YES	NO	N/A
1.2.1. Have TODO, TODA and TODS personnel received TO management training? (para 2-3.2., AFSPCI 21-00-5-2)			
1.2.2. Is the Code Selected Reconciliation Listing (CSRL) certified by signature and retained until receipt of next CSRL? (paras 3-17.2, 3-17.3)			
1.2.3. For requisitioned TOs are follow-up actions initiated after 60 days (90 days for non-CONUS units) if the TO or notice of reason for non-shipment is not received? (para 5-11.1)			
1.2.4. Are TO files effectively maintained? (para 3-11)			
1.2.5. Are routine checks accomplished within 10 working days following receipt of a TO Index revision? (para 3-15.1)			
1.2.6. Are annual checks accomplished for each TO Index? (para 3-15.4)			
1.2.7. Is the Automated Technical Order Management System (AT-OMS) effectively maintained? (paras 1-1.8, 3-13)			